



PRESENTATION:

NOTE TO PRESENTERS: Remember to minimize the use of acronyms when presenting the script to customers, even though abbreviations are used throughout the following pages.

- ***Read the screen's title.***
- ***Add your Agency logo (name) under Michigan Works***
- Michigan is taking a new approach to welfare reform with a pilot program that will train and educate welfare participants while maintaining their benefits. The name of this program is Jobs, Education, and Training (JET).
- The Work First program concentrated on removing barriers and transitioning participants directly into employment. The focus of the Jobs, Education, and Training program is to continue to assist participants with the removal of barriers while conducting in-depth assessments to determine the best path to pursue in order to reach economic independence. The end result is still the road to employment. However, emphasis is placed on a career path along with evaluating a participants educational level, past work experience, as well as life experiences.
- ***Self-introductions...names, agencies & job titles.***
- ***Offer customers the opportunity to introduce themselves by first name.***
- To familiarize you with our building... (***describe the locations of each***):
 - smoking area • vending machines
 - bathrooms •drinking fountain
- You have been assigned to be here until ____:____ today.
- (***If applicable, tell the customers when they'll be given a break.***)

HELPFUL HINTS:

- Have sign-in sheet ready. Presenters should have name tags. Room can be set up with tables, clipboards, pencils, etc., ready for use.
- Throughout the presentation, use the bullets in the “presentation” area of the note section to be sure you discuss all necessary points. Wording provided is recommended, but not mandated. Do not read the script. Use your own wording in a similar strength-based, solution-focused approach.
- Pass out overhead handouts to all customers or include them in the packets (if distributed at the door). Tell clients they can listen and won't need to take extensive notes but may jot down ideas on their handouts.

Today's Agenda



Welcome to Jobs, Education, and
Training Intake
Child Care Coordinating Council (4C)
Participation and Expectations
Employment-Related Support Services
Benefits of Working
Consequences For Not Participating
Other Local Resources
Your Next Steps



PRESENTATION:

- Welcome to JET
 - We will be discussing the following items:
 - Child Care Coordinating Council (4C)
 - Participation and Expectations
 - Employment-related Support Services
 - Benefits of Working
 - We'll also take a look at:
 - Consequences for not Participating
 - Other local resources that may be available to you, **and**
 - Your next steps.
- Any questions regarding your cash grant should be directed to your specialist at DHS. We are unable to answer these questions.

This is your opportunity to:

Find out about Career Options
Explore Educational Opportunities
Build Personal & Work Skills
Continue Your Commitment to be a Positive Role Model for Your Children



PRESENTATION:

- Some of you may already be working **and** most (if not all) of you have worked before.
- A solid work history, at any level, allows you to be more competitive in the workforce.
- There are other advantages associated with being employed, too. You will be able to:
 - **Find Out About Career Options:** Use an entry level job as a stepping stone to a better job. Proving that you're a dependable team worker can help you advance in the workforce. It's easier to sell yourself to an employer or be chosen for promotion, if you're already working.
 - **Explore Educational Opportunities:** Your key to long-term employment could be occupational skills training. We'll help you find the right type of training.
 - **Build Personal & Work Skills:** You'll be able to develop your time management, interpersonal & budgeting skills by working. Employers value these skills and you'll find them very helpful at home, too.
 - **Continue Your Commitment to Be a Positive Role Model for Your Children:** Your children learn the importance of working from you. They're proud of what you do! They appreciate having a routine schedule and even enjoy the time they have to play with others their own age, while you're at work.

Working Together to Reach Your Goals

4C - Child Care Coordinating Council

Helps you locate child care for
the day care program



JET Case Manager

Assists with your employment & training
goals



PRESENTATION:

4C presenter explain:

- *Explain function of 4C agencies.*

MWA presenter explain:

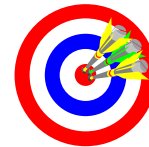
- JET Contractors are the agencies that assist with your employment, training goals, and support services.
- Explain JET Case Manager job functions and duties.

**** Make a Commitment ****

To complete your Individual Service Strategy.

To attend and participate in JET activities.

STAY ON TARGET



PRESENTATION: .

- We'll be developing an Individual Service Strategy with you. This will address your training & employment-related goals. You can start completing your ISS today.
- You'll receive a copy and it will be updated (as needed) to record your follow-through & the progress you've made.
- You're responsible for attending and participating fully in JET activities, such as...Job Search, Classroom Training, Employment, etc.

4C will help you find a provider that is:

APPROPRIATE for your child's age, disabilities,
or other circumstances.

WITHIN REASONABLE DISTANCE between work,
home & school.

Have a BACK-UP plan
Have a BACK-UP plan



PRESENTATION:

4C presenter:

- The 4C agency can assist you in following through with part of your plan, by helping you with your child care arrangements.
- We have providers: who offer odd-hour, infant, weekend & back-up care **and** who have completed training so they can better accommodate those with special needs.
 - For your provider to meet DHS's guidelines under the CDC program, they must:
 - be a licensed/registered provider, a relative (age 18+) {=great-grandparent, grandparent, aunt, uncle or older sibling} or an in-home aide {=age 16+} **and**
 - **IF** they're a relative or in-home aide, they'll be required to apply for enrollment at the local DHS office and pass a background check.
 - If you're receiving FIP & your provider meets the guidelines, DHS's reimbursement rate varies depending on the type of provider. If more information is needed, see me at the conclusion of this Intake session.
 - Call the 4C, your FIS or someone at the MWA if you are having difficulty finding child care, so 4C can do an enhanced referral. This allows 4C to work more intensely with you to locate a provider, complete the necessary paperwork, and perhaps even accompany you to interview the providers. You should always feel confident that your child is in a safe environment so, later, we'll be sharing with you a handy checklist of things to look for in a quality child care setting. **Never Leave Your Child in an Unsafe or Unsupervised Situation.**
- Child care arrangements play a major role in job success. If your primary provider plans a vacation/has an unforeseen emergency, **you'll need a back-up plan** so you don't miss work. It's helpful to do the paperwork & introduce your child to the secondary provider ahead of time.

*You must participate
the required hours per week.*

The hours you work count toward your
JET requirements

Through work
experience and
training you can
gain career advancement



PRESENTATION:

- For those who are already working & earning an income:
 - Once we have verification from your employer,
 - we'll be able to count your hours on the job toward your JET requirements.**
 - Your current position will expand your work history and experience,
 - but if you'd prefer a different job, perhaps:
 - ☺ one that offers a better benefit package...
 - ☺ higher wages,
 - ☺ one that is closer to your home, or...
 - ☺ one with advancement opportunities...
- **we can help.** You'll be assigned JET activities, in addition to employment, to help you achieve these goals and meet additional weekly required hours, if needed.
- For those not working:
 - You'll be assigned JET activities to meet your weekly required hours.

RECAP

■ **YOUR RESPONSIBILITIES:**

- Arrange for child care
- Develop ISS & set goals
- Attend and participate in JET activities
- Stay on Target 

■ **TEAM SUPPORT:**

- assess skills & interests
- offer resources







PRESENTATION:

- Summarize our presentation to this point:
 - As a FIP recipient you are expected to:
 - arrange for child care
 - develop and complete your ISS and set goals
 - attend and participate in JET activities
 - stay on target
 - In turn, our team of agencies, (4C and Agency Name) will:
 - assess your skills & interests **and**
 - offer resources for barrier removal.
 - This cooperative relationship will require:
 - open communication and
 - mutual respect.
- Do you have **QUESTIONS** about anything we've mentioned so far?

Together We Will



- Identify Jobs
- Complete Job Applications
- Develop a Professional Resume
- Practice Interview Techniques
- Explore Training Opportunities







PRESENTATION:

Now we'll continue:

- During your participation with JET, "Together We Will" help you become familiar with:
 - different methods of job searching. *Mention the Talent Bank, if used in your area. This is an internet based employment system that allows you to look for job openings & allows employers to view your resume.*
- We'll also review:
 - the correct process for completing job applications,
 - the tools & techniques used in resume writing,
 - how to prepare for successful interviewing, **and**
 - Explore various training opportunities.

Maintain Your Commitment

Be prompt as scheduled

Show up for assigned activity hours

Keep appointments

Report for all job interviews

Accept appropriate employment







PRESENTATION:

- The JET program provides an ideal environment for you to
 - apply **and** sharpen
 - your positive work habits.
- Employers confirm that “soft skills” such as
 - courtesy, dependability, creativity, team work **and** leadership
 - are common qualities in their successful employees.
- Similar to holding a job,
 - to stay in compliance with the JET program, you’ll need to:
 - practice good work ethics **and**
 - **You will be expected to:**
 - *Review each bullet, above.*

EMPLOYMENT RELATED SUPPORT SERVICES

Transportation & Car Repair

Clothing & Tools for the Job

Tests & Exams Required for Work (driving test-
vaccinations-physical exam)

You are responsible for providing proof of purchase
upon receipt.

Eligibility on a Case-by-Case Basis



PRESENTATION:

- Employment Support Services are directly related to helping you find and keep a job. If you are receiving cash assistance, active in the JET program, and have a need, ask your Case Manager for help. We can assist with...***Read first three bullets.*** There are criteria that limit these employment support services, such as: 20 cents per mile for transportation necessary to complete assignments, a 12-month cap on car repair expenses, 30-day verification of employment prior to considering help with automobile purchase.
- You will be responsible for providing proof of purchase once you have received help with support services. For example, if a purchase of clothing is made, you will be responsible for providing the original receipt to this agency within 10 business days, showing that you purchased the proper clothing.
- Failure to provide receipt of purchase terminates any future support service, including, but not limited to, bus tickets, van transportation, automobile repair, etc.

Explore Career Options

Vocational Choices

Vocational Assessment

**If Approved, Training Hours Can Count
Toward JET Requirements**

Be in Full Compliance

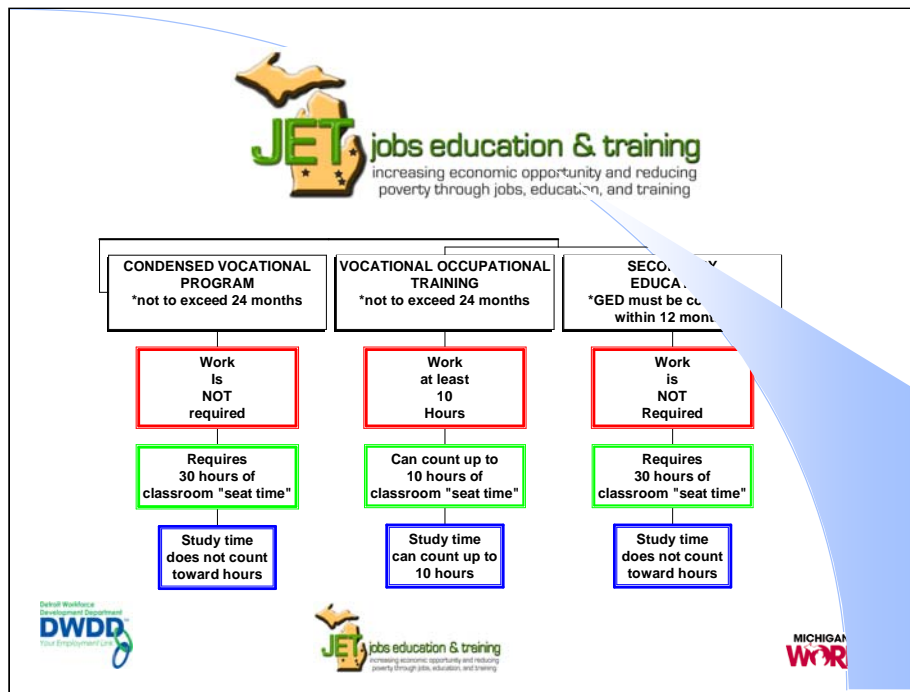
Maintain Academic Progress

Inform Us of Your Interest!



PRESENTATION:

- If you are interested in training or furthering your education, we'll help you investigate occupational training programs that can lead to higher paying jobs.
- Support services, such as help with transportation, are available if you are enrolled in a JET-approved training program.
- If the training meets certain criteria and is approved by the MWA staff, class and study time may count as part of your JET participation requirements.



PRESENTATION:

To be eligible for training and/or educational activities, you must be in full compliance and make academic progress. You have several options:

Condensed Vocational Program (CVP): This must be a 6-month-or-less-program from start to finish and be an occupation that is in demand. For enrollment in this occupational activity you are not required to be employed, but you must participate in a classroom for actual "seat" time at least 30 hours per week. Study time will not be counted. Examples include classes for a professional certificate or license in welding, computers, or truck driving school.

Vocational Occupational Training (VOT): This training is intended to lead to immediate work and may last no longer than 24 months. For enrollment, you will be required to work at least 10 hours per week, attend class at least 10 hours per week **and** spend at least 10 hours per week studying. Combined, this would count as 30 hours toward your WF requirements. A one-year nurses aide program is an example.

Secondary Education (SE): To be enrolled, you must complete your GED within 12 months **or** be making academic progress toward your high school diploma. For enrollment in this occupational activity you are not required to be employed, but you must participate in a classroom for actual "seat" time at least 30 hours per week. Study time will not be counted. This activity is typically for high school completion or GED classes. Internships, clinicals and English as a 2nd language are also considered allowable activities.

We encourage you to refresh your potential by taking advantage of local training opportunities!

Training Opportunities

Carpentry Training
Certified Nursing Assistant
Commercial Drivers License/Truck Driving
Culinary Arts
Dental Hygienist
Heating and Cooling
Licensed Practical Nursing
Manufacturing
Microsoft Office
Office Assistant
Start Your Own Business



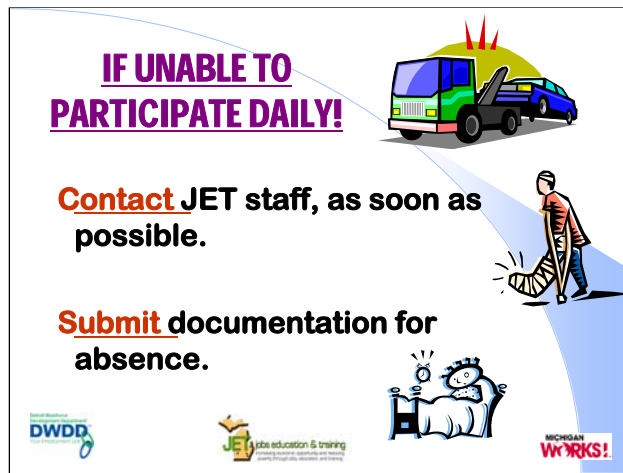
**Notify Your Case Manager
of Interest**



- Read the bullets on the slide.

PRESENTATION:

- Emphasize the fact that this is just a few examples. Your Case Manager will be able to provide you with an in-depth list.



PRESENTATION:

- We've been reminded today that parents have priorities to set and responsibilities to maintain. There are some things though that can't be predicted--those unexpected events along the way. If something happens that results in your not being able to get to work or follow through with an assigned activity: ***Review the bullets.***
- Many times, if you call us about a situation, we're able to help resolve the issue or remove the barrier fairly quickly, so you won't have to miss work or an assignment.
- **INSERT AGENCY LOGO AND GENERAL TELEPHONE NUMBER!**

Consequences For Not Cooperating with JET

"Triage scheduled with DHS with a Recommendation for Sanction"

A Triage will be scheduled with DHS Case Manager, JET Case Manager, and YOU, to determine if you have "good cause" for not participating. Examples of non-participation are:

- refusing an interview or an appropriate job offer.
- quitting a job without good cause.
- refusing to cooperate with JET assignments.
- failing to maintain satisfactory progress.



PRESENTATION:

EXPLAIN ALL FOUR BULLETS.

What is Triage?



A three way meeting with you, your DHS Specialist, and your MWA Case Manager.

A triage will be scheduled for all participants who have been recommended for termination or deferral.

Discuss why you are not cooperating with JET.

Set up plan for you to fully participate.

How can we help you become economically self-sufficient?



Triage is a new concept to try to get to the root of why you may not be participating. Remember, we are here to help you.



PRESENTATION:

- For issues with the Michigan Works Agency, such as if you receive a “missed assignment” at JET:
 - You have the right to file a formal grievance.
 - Talk to your JET case manager to discuss the issue.
 - If you’re still not comfortable with the explanation ask to speak to his/her supervisor.
 - After that, if you feel things are still unresolved your next step would be to submit a written request for a fair hearing to the Work First agency.



DOMESTIC VIOLENCE

DOMESTIC VIOLENCE: Any threat or act against you or any family member concerning physical injury, sexual or mental abuse or the neglect of medical care.

IF YOU OR YOUR FAMILY IS EXPERIENCING DOMESTIC VIOLENCE:

You may be temporarily excused by DHS
Your confidentiality is maintained

Call 1-800-99-No-Abuse

Delaware Workforce Development Department DWDD

JET jobs education & training
 providing education, training and job placement services through job, education, and training

MICHIGAN WORKS!

PRESENTATION :

- We're going to shift gears now & take a look at some of the resources available in the area.
- There are numerous programs offering services to victims of domestic violence.
 - Typically we think of husband/wife or significant-other relationships, but children & elderly people are often abused or neglected, too.
 - Domestic Violence is: ***Read the definition.***
 - If you are in a situation involving this kind of behavior:
 - You may be temporarily excused from participation in JET or other activities, IF cooperation threatens the safety of you or your child.
 - Please talk to your FIS or any member of our team, so we can initiate the steps to help you & your family through this crisis.
 - The information you share will be kept confidential.
- If you feel more comfortable discussing your situation anonymously:
 - Call the 1-800 number listed on the slide – 1-800-99-NO-ABUSE
 - There's a real, live person on the other end who will listen, maintain confidentiality and help you.
 - Services are available 24 hrs/day, 7 days/week.
- If you're experiencing domestic violence, or you know someone who is, please start the healing process by making this important call; **don't wait.**

Community Resources



JET Information

4C – Child Care Coordinating Council

One Stop Career Centers Information

Earned Income Tax Credit

Brochures About Other Local Programs



PRESENTATION:

- *Review MWA's :*
 - *Programs*
 - *Umbrella of Services*
 - *One-Stop Partners*
 - *800 #*

4C presenter:

- *Review:*
 - *4C pamphlet*
 - *4 Steps to Choosing Quality CC pamphlet*
 - *CDC income eligibility chart*



PRESENTATION:

- We appreciate your having attended today **and**
 - hope the information we shared will be beneficial to you and your family.
- **Is there anything you'd like us to clarify further? QUESTIONS ?**